

OHS-40 (1/00)
MICHIGAN STATE POLICE
OFFICE OF HIGHWAY SAFETY PLANNING
4000 COLLINS ROAD, P.O. BOX 30633
LANSING, MI 48909-8133
TX: (517) 336-6477
WEB: www.ohsp.state.mi.us

<input type="checkbox"/> HIGHWAY SAFETY PROGRAM	PENALTY: Delay in receiving reimbursement
<input type="checkbox"/> TRUCK SAFETY PROGRAM	
<input type="checkbox"/> SECONDARY ROAD PATROL	AUTHORITY: 1988 PA 348 COMPILED 2/2014

<p>AUTHORITY: 23 USC •102</p> <p>COMPLIANCE: Required</p> <p>PENALTY: Delay in receiving reimbursement</p>
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<p>AUTHORITY: 1988 PA 348</p> <p>COMPLIANCE: Required</p> <p>PENALTY: Delay in receiving reimbursement</p>
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<p>AUTHORITY: 1978 PA 416</p> <p>COMPLIANCE: Required</p> <p>PENALTY: Delay in receiving reimbursement</p>
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GRANTEE (Name & Address)	GRANT AMOUNT	GRANT NUMBER	GRANT PERIOD
	PROJECT NAME		REPORT DUE DATE
			COMPLETED BY

I. REPORTED EXPENDITURES SUMMARY

BUDGET CATEGORIES	
Personnel Costs	\$
Contractual Services/Automotive	
Operating Costs	
Equipment	
Indirect Costs	
Total Reported Expenditures	\$

II. SOURCE OF FUNDS

Federal	\$
State	
County Supplement	
Other	
Total	\$

III. FEDERAL/STATE FUNDS RECEIVED TO DATE

Federal	\$
State	\$

V. CERTIFICATION

I certify that the above is correct.

PROJECTOR DIRECTOR	
TITLE	
SIGNATURE	DATE

IV. RECONCILIATION OF OFFICIAL ACCOUNTING RECORDS

[illegible]

I certify that the above is correct.

FINANCIAL OFFICER	
TITLE	
SIGNATURE	DATE

INSTRUCTIONS FOR
FINAL EXPENDITURE SUMMARY

GENERAL

This report is required for all grants. One copy of this report is due 45 days following the completion of the grant period. All costs included in this summary must have been incurred during the approved grant period.

- I. Reported Expenditures Summary: The summary will provide all financial information relating to all activities covering the grant period listed on the front. Expenditures reflected in this report should be total grant costs including any matching funds.
- II. Source of Funds: Identify state, federal, county or other portion of the total reported expenditures specified in Section 1.
111. Federal/State Funds Received to Date: The amount entered in this section will serve as a control between grantee revenue records and reimbursement records of the OHSP.
- IV. Reconciliation of Official Accounting Records: On occasion, grant periods will differ from grantee accounting periods. This section is designed to assist grantees in reconciling grant expenditures that overlap two accounting periods. Total Reported Expenditures and Total Recorded Expenditures should agree. If they do not, an explanation must accompany the Summary.
 - a. **ACCOUNT/FUND NUMBER(S)**: Enter activity number assigned to this grant.
 - b. **OBJECT CODE/LINE ITEM NUMBERS**: Enter expenditure account code.
 - c. **DESCRIPTION**: Enter chart of account expenditure description.
 - d. **BALANCE**: Enter first fiscal year's, year-to-date expenditure totals.
 - e. **BALANCE**: Enter second fiscal year's, year-to-date expenditure totals.
 - f. **TOTAL**: Combine the two fiscal year expenditures for total recorded grant expenditures.
- V. Certification: The Final Expenditure Summary must be signed by the Project Director and the Financial Officer.